



NORTHWEST POWER NORTHWEST VALUES

Job Title & Series:

Manager, Budget Planning & Forecasting, GS-501

Job Announcement Number:

10255-12-DE

Grade & Salary Range:

GS-15: \$119,902 - \$155,500

Full performance level: GS-15.

Opens: 07/18/12

Closes: 07/31/12

(Applications must be received by 11:59 p.m. Pacific Time)

Anticipated number of positions to be filled: One

Location: Portland, OR

Federal Employees: Federal transfer relocation is not available for this position.

All Applicants: A relocation bonus may be available

Type of Position: This is a permanent position with a full-time work schedule.

Benefits: BPA offers a comprehensive benefits package. <http://www.jobs.bpa.gov/Benefits/>

Eligibility

All United States citizens are eligible to apply.

NOTE: You must submit separate and complete application packages for each vacancy for which you would like to be considered. This includes current or former federal employees eligible for transfer or reinstatement, veterans eligible for appointment under the Veterans' Employment Opportunities Act or other veterans' programs, and others eligible under special hiring authorities may apply under external announcements and internal Merit Promotion procedures: 10256-12.

About BPA

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at www.bpa.gov.

Job Summary & Major Duties

The Manager for Budget Planning and Forecasting provides direction and leadership in the planning, development, and administration of programs, systems, and work processes that are necessary to perform the critical mission and support activities required of the organization. These duties/activities include all responsibilities associated with: financial forecasting, financial target setting, and budgeting, providing policy guidance to top management, planning and directing BPA's financial target setting, budget development process, and reporting budget performance information. The manager is responsible for coordinating the financial planning process from strategy to financial target development to budget development and then evaluation.

The Manager for Budget Planning and Forecasting directs and leads the planning, development, and administration of BPA's budget and forecasting function, including:

- performing federal and internal integrated budget planning and services;
- facilitating the development of agency financial targets, consistent with strategic guidance;
- developing agency guidance for capital and expense budget levels consistent with strategic goals; and
- coordinating the formulation of planned expense and capital investment levels and issue funding allocations in conformance with approved financial targets.

This position reports directly to the CFO in the Office of the Chief Financial Officer. The incumbent is frequently in direct working relationships with Bonneville Executive Management, Vice Presidents, Customer Account Executives, organization managers at all levels; officials of Federal agencies including Department of Energy, and Office of Management and Budget.

The successful candidate will possess skill at formulating large multi-year budgets consistent with organization strategic guidance, including experience describing requirements orally and in writing that convey the drivers of

budget development and the linkage to business goals and experience managing teams of employees engaged in program/business unit budget formulation and execution. The successful candidate will also possess strong verbal and written communication skills to deliver budget-related information to senior officials and external stakeholders.

Budget Planning and Forecasting provides oversight and leadership for federal and internal integrated budget planning and services. They facilitate the development of agency financial targets, consistent with strategic guidance, as well as analyzing the short and long-term budgetary and financial impacts due to changes in policies and agreements. They coordinate the development of planned expense and capital investment levels. They also coordinate provision of budget services to Agency Services, Power and Transmission managers.

Qualifications

SPECIALIZED EXPERIENCE

An applicant may satisfy the specialized experience requirement by demonstrating possession of one of the following three items:

1. Experience as a technical advisor or subject matter expert providing financial or budget analysis and guidance to management officials at a large public or investor-owned electrical utility (with annual revenues of at least \$500 million) on issues including:
 - Short- and long-term budget planning and cost analysis;
 - Expense and capital forecasting;
 - Budget forecasting;
 - Rate-making; and
 - Performance cost measurement.

OR

2. Experience as a technical advisor or subject matter expert formulating, justifying, presenting, and monitoring a complex multi-year budget for a major program, function, or groups of business units at a large public or investor-owned electrical utility (with annual revenues of at least \$500 million).

OR

3. Experience supervising a major financial program and associated staff, e.g., accounting, debt management, financial risk management, treasury, financial analysis, rate setting or financial planning and budgeting at a large public or investor-owned electrical utility (with annual revenues of at least \$500 million).

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package (includes resume, cover letter and or other supporting material) that you have a minimum of **one year** of the specialized experience requirement described above. *Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.*

KNOWLEDGE, SKILLS, AND ABILITIES

Your application materials will be reviewed against the knowledge, skills and abilities (KSAs) listed below to determine your category rating: Best Qualified, Highly Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority.

Clearly articulating your work experience to determine the application of the knowledge, skills or abilities through performance is critical to determining your qualifications for this position. Please describe your experience and thoroughly address the statements below through your resume, cover letter, and/or other supporting material you choose to submit. Work product examples will not be reviewed unless specifically requested. For more information on how to provide supporting information for KSAs, please visit http://jobs.bpa.gov/How_To_Apply/ksa.cfm.

1. **(Technical) Knowledge of financial and budgeting operations to plan, direct, and execute a financial management program, including development and implementation of budget policies and processes that promote and sustain the financial and budget integrity at a utility.** Your application materials should demonstrate experience:
 - Managing or supervising a financial management program and staff, including management oversight of functions such as accounting, debt management, financial risk management, treasury, financial analysis, financial planning and budgeting; or
 - As a technical advisor or subject matter expert providing financial or budget analysis and guidance to management officials; or

- Formulating, justifying, and presenting complex multi-year budgets for a major organizational program or function; and
 - Related to financial management programs such as rate case development, expense or capital budget development, tracking, analysis, forecasting and cost management; management reporting and analysis on financial results; or debt and cash management.
2. (Supervision and Leadership) **Ability to provide supervision and leadership through the effective use of teambuilding, coaching, and mentoring; assign accountability and responsibility as appropriate; establish standards of quantity and quality for work products; provide feedback on work accomplishments; and develop and motivate employees.** Your application materials should demonstrate your experience and/or potential for performing supervisory duties, including experience:
- As a manager, supervisor, and/or team lead;
 1. Providing guidance and training to employees;
 2. Coordinating and integrating the work of others into a completed work product;
 - As a "project" leader;
 1. Resolving problems;
 2. Providing advice to others;
 3. Evaluating work products; and
 4. Improving or devising new work methods, procedures, or improvements)
3. (Facilitating Work) **Ability to initiate, encourage, and deliver on opportunities for process improvement and operational excellence to facilitate the accomplishment of work.** Your application materials should demonstrate your experience:
- Establishing and defining long- and short-term organizational goals;
 - Defining required work results and establishing parameters for accomplishment of these results;
 - Establishing a collaborative environment to inform the decision-making process;
 - Encouraging problem solving by subordinates;
 - Making functional assignments based on recognized employee strengths;
 - Developing and gaining support for the organization's vision.
 - Ability to make responsible and accountable decisions.
 - Formulating or participating in the establishment of work plans and work unit objectives;
 - Working with other individuals/organizations/work units in resolving problems and issues; and
 - Identifying the resources necessary to accomplish objectives, including the stability of the work unit.
4. (Interpersonal Relationships & Effective Communication) **Ability to establish effective working relationships to facilitate the achievement of business goals and objectives.** Your application materials should identify who you interacted with and demonstrate your experience:
- Sharing ideas, influencing behavior, advocating for outcomes, and advancing others' understanding of business needs and objectives;
 - Providing programmatic and policy information;
 - Engaging in collaborative efforts to align functional responsibilities with and to achieve business outcomes;
 - Negotiating resolution of controversial issues; and
 - Working effectively with functional managers to align outputs with broader business needs and objectives.
5. (Diversity & EEO) **Ability to support and promote Bonneville's equal opportunity program to recognize and embrace employee diversity and build on strengths; to ensure a discrimination and harassment-free workplace for all employees; and to provide developmental and training opportunities for employees.** Your application materials should:
- Indicate your role on teams and how you fostered an inclusive environment; and
 - Demonstrate your participation in diversity and EEO programs relative to employment advancement, performance management and/or training opportunity availability for employees.

ADDITIONAL REQUIREMENTS

- **Confidential Financial Disclosure:** Selectee will be required to complete the Office of Government Ethics Standard Confidential Financial Disclosure Report (OGE450e) within 30 days of employment and annually.
- **Supervisory/Managerial Probationary Period:** First time supervisors will be required to serve a one-year probationary period.

SECURITY & SUITABILITY

The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. For more information please visit: http://jobs.bpa.gov/How_To_Apply/faqs.cfm#18

Application Package Checklist

- ☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position.

Applications must include the following information:

- Job Announcement number, title, and grade
 - Full legal name, mailing address, contact telephone number and email address
 - **Country of citizenship** (SSN or other ID is not requested at this time)
 - High school attended which includes name of high school and location.
 - Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
 - Indication if we may contact your current supervisor.
 - List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.
- ☐ VETERANS: To be considered for veteran's preference, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation.
- ☐ All applicants are encouraged to complete the Ethnicity and Race Identification attached.

How to Submit Your Application

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building.

- **Email to:** jobs@bpa.gov with the Job Announcement Number in the subject line and on any attachments.
- **Fax to:** 503-230-3149
- **Send via US Mail to:** Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

You will be notified via email to confirm receipt of your application package. *Applicants should retain a copy of their application as BPA does not return applications or provide copies.* For more information on the hiring process, please refer to: http://jobs.bpa.gov/How_To_Apply/whathappens.cfm.

Additional Information

Veterans Information: https://help.usajobs.gov/index.php/Veterans_Information

Career Transition Assistance Program/Interagency Career Transition Assistance Program

(CTAP/ICTAP): Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. **Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.** For additional information please refer to <http://www.opm.gov/ctap/>

EEO Policy Statement: https://help.usajobs.gov/index.php/EEO_Policy_Statement

Reasonable Accommodation Policy Statement:

https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement

Legal and Regulatory Guidance: https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance

Forms Availability: All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272 or visiting: <http://www.jobs.bpa.gov> .

Applicant Source Form

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number	Position Title, Series, Grade
<input type="text"/>	<input type="text"/>

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

(please specify): _____

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

(please specify): _____

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

(please specify): _____

☐ **Career Fair** (campus events, community event)

(please specify): _____

☐ **BPA employee**

☐ **Other (please specify):** _____

U.S. Office of Personnel Management Guide to Personnel Data Standards	ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and instructions before completing form.)	
Name (Last, First, Middle Initial) <div style="background-color: #cccccc; width: 100px; height: 20px;"></div>		
Agency Use Only		
Privacy Act Statement Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation. This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.		
Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.		
Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.		
RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY	
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	

Created from:
 Standard Form 181
 Revised August 2005
 Previous editions not usable
 42 U.S.C. Section 2000e-16 NSN 7540-01-099-3446